

## PERSONAL STATEMENT

A recent MBA graduate who has the required attitude, passion, drive and energy needed to make an immediate and positive difference to any company she works for. Natalie has the knowledge and skills in fundamental business topics that can be applied in a practical and directly manner to all business operations. Apart from possessing invaluable research and analytical skills, as well as the ability to strategise, she also has the desire and ability to succeed in competitive environments. Although she has just graduated, she has a very good idea of what it takes to be a leader operating effectively in a fully globalised environment. Right now she is looking for an entry level position with a company that will not only offer her exposure to a broad range of managerial activities, but will also give her the opportunity to develop her existing skills within a dynamic organisation.

### Management



Business Administration  
Performance management  
Cost control  
Marketing  
HR management  
Project management

### Personal



Assertive  
Inspirational  
Team player  
Delegating  
Articulate  
Goal orientated

### Dynamic



Efficient  
Visionary  
Highly energetic  
Productive  
Motivated  
Driven & ambitious

### Smart



Resolving problems  
Inventive  
Research & analysis  
Good decision making  
Critical thinker  
Identifying solutions

## ACADEMIC QUALIFICATIONS

### Coventry North College

Master of Business Administration

2011 - 2012

Pass

### Birmingham South High School

A level: Mathematics

A level: English Literature

A level: Geography

A level: Science and Physics

A level: Business Studies

A level: Physical Education

2008 - 2011

Pass

Pass

Pass

Pass

Pass

## BUSINESS ADMINISTRATION SKILLS ACQUIRED WHILST STUDYING

- Comprehensive knowledge of the emerging management theories, techniques, and practices.
- Ability to analyse, understand and evaluate contemporary problems facing modern business organisations.
- Specialist knowledge of Business & Commercial Law, Company Taxation, Globalisation, Corporate Finance & Marketing.
- Can critically evaluate any business challenges and opportunities that arise.
- Working with minimal supervision and able to deal with multiple demands in a calm and professional manner.
- Understanding the importance of corporate social responsibility policy and practice within an organisation.
- Supporting junior staff through the provision of continuous training, coaching and development.
- Able to complete a high volume of activities, often against tight timescales.
- Ability to interpret complex information and business processes.
- Identifying inefficiencies and then taking necessary steps to improve processes.
- Discharging all responsibilities with optimum economy.
- Making informed and influential decisions in fields such as Market Research, Consumer Behaviour and Services Marketing.
- Extensive understanding of business matters & able to analyse and forecast business performance.

## HOBBIES AND INTERESTS

Apart from having a wide circle of friends and an active social life, Natalie is also a volunteer for two environmental charities. She carries out various unpaid duties for them, all of which have tested her team working, communication and leadership skills as well as her ability to adapt to different working practices and cultures.

## REFERENCES

Available on request



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